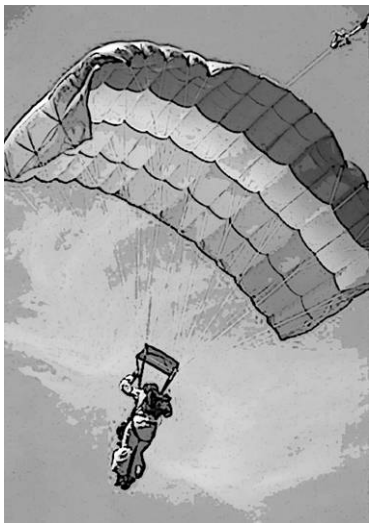
AIRCRAFT DISPATCHER

Appendix A

Aircraft Dispatcher Job Aid

Aircraft Dispatcher Job Aid



February 2005

AIRCRAFT DISPATCHER

JOB AID

Purpose: This aid provides decision charts, checklists, direction and points of contact to assist personnel in performing the responsibilities of the Aircraft Dispatcher.

It is designed for personnel: 1) that need a quick reference for outlining non-routine procedures; or, 2) who aren't assigned in the Aircraft Dispatcher role in their day-to-day job.

Use this aid for assistance with the following: Order type determination; Processing requirements and procedures; Dispatch routing channels; Follow-up and closeout of orders.

Other References -- Hard Copy: Guides, handbooks and tools that can be used in conjunction with this aid that will assist in performance of the Aircraft Dispatcher job include:

- National Interagency Mobilization Guide (NFES 2092)
- Geographic Area Mobilization Guide
- Interagency Aviation Technical Assistance Directory (NFES 2512)
- Aircraft Identification Guide (NFES 2393), or Jane's World Aircraft Recognition Handbook
- Interagency Aviation Transport of Hazardous Materials (NFES 1068)
- Call-When-Needed Helicopter Services Contracts (NFES 2168)
- Expanded Dispatch Job Aids (NFES 2400, August 1994)
- Fireline Handbook (NFES 0065)
- Military Use Handbook (NFES 2175)
- Interagency Helicopter Operations Guide (NFES 1885)
- State and Unit Aviation Plans
- Interagency Airspace Coordination Guide
- Interagency Airtanker Base Directory (NFES 2537)
- Flight Guide - Airport and Frequency Manual
- FAR AIM (updated annually)
- Interagency Standards for Fire and Fire Aviation Operations (NFES 2724)

Other References -- Electronic:

• 112 Departmental Manual (DM) • 350-354 DM • OPM Index (current listings) • AMD Information Bulletin (current listings) • AMD Aircraft & Pilot Source List • SAFECOM Submission	**www.oas.gov**
• OMB A-126 • OMB A-76 • OMB A-123 • 41 CFR FPMR 101-37	**www.whitehouse.gov/omb/circulars**
Federal Aviation Administration	**www.faa.gov**
NOAA	**www.noaa.gov**
Sunrise/Sunset tables	**www.usno.navy.mil**
Airport information	**www.airnav.com/airports**
Solicitations and Contracts	**www.nifc.gov/contracting**
Stand Alone IAMS	**www.nifc.blm.gov**
BLM Airspace Information System (TFRs, Flight Planning, Links to FAA & DOD NOTAMs, IAMS/CAHIS, Interagency Airspace Coordination)	**www.fire.blm.gov**

Who to Call for Help:

- Local Geographical Area Coordination Center
- State Aviation Manager/Regional Aviation Manager
- District/Forest Aviation Manager
- Office of Aircraft Services
- National Airspace Coordinator
- Local Air Route Traffic Control Center
- Local Flight Service Station
- Military Schedulers

CONTENTS

Processing Aviation-Related Orders – Choosing the Correct Form.....**4**

Resource Orders

Aircraft Resource Orders – Block-by-Block **22**

Special Requirements/Considerations
- Supplemental Information Checklist.....**5**
- Aerial Supervision - Ordering Guidelines.....**6**
- TFR Request Checklist.....**8**

Filling the Order
- Routing/Sources **9**

Follow-up, Demobilization, Closeout **10**

Flight Requests/Schedules

Flight Request Information..... Expanded Dispatch Job Aids p. 37

Flight Planning ..... Expanded Dispatch Job Aids p. 39

Filling the Order
- Aircraft Selection Factors ..... Expanded Dispatch Job Aids p. 33

Dispatching Operations

Dispatch/Flight Operations Mission Checklist **17**

Aircraft Hazard Analysis..... Expanded Dispatch Job Aids p. 35

Flight Following..... Expanded Dispatch Job Aids p. 41

Administration

SAFECOM Submission **11**

OAS-23 Completion **18**

FS-6500-122 Completion **20**

Processing Aviation-Related Orders
Choosing the Correct Form

IF the mission request is.....	**AND** the following resource is requested.....	**AND** it will be filled with.....	**THEN**, process the order on .....
Administrative	→		Flight Request/Schedule
Tactical	Airtanker	→	Aircraft Resource Order
	SEAT	Exclusive Use	
		CWN	Aircraft Resource Order **AND** O/H Resource Order for manager and/or Supply/Equipment R/O (for retardant & water tender)
	Air Attack	→	Aircraft Resource Order
	Lead Plane		
	Helicopter	Exclusive Use	
		CWN	Aircraft Resource Order **AND** O/H Resource Order for manager and crew members
	Light fixed-wing	→	Aircraft Resource Order
	Smokejumper Aircraft (a/c ONLY)		
	IA Smokejumper		Overhead Resource Order
	Infrared	→	Aircraft Resource Order **AND** Infrared Aircraft Scanner Request
	TFR	→	Aircraft Resource Order
	Emergency Aircraft Radio Frequencies		
	Temporary FAA Tower		
	Aerial Ignition	Exclusive Use	
		CWN	A/C Resource Order **AND** O/H Resource Order (for Mgr., module or PSD operator) **AND** Equipment R/O (for helitorch or PSD) **AND** Supply R/O (for spheres or fuel)
	Air Attack Radio Kit	→	Equipment Resource Order

Supplemental Information Checklist

IF the order is for.....	**THEN** determine if the following is needed.....
Airtanker	Aerial supervision..... *GO TO JOB AID:* Aerial Supervision Ordering Guidelines
Helicopter	Manager/module/crew Fuel truck Helitack support truck Long line Bucket 9600 channel radio
Lead Plane	Relief Pilot
Smokejumper Aircraft (a/c ONLY)	
Infrared	IR Interpreter IR Request
TFR	*GO TO JOB AID:* TFR Request Submission Checklist
Emergency Aircraft Radio Frequencies	*GO TO JOB AID:* Frequency Request Checklist
Temporary FAA Tower (Always check local ordering procedures)	Facilities Relief Controllers Base Station Radios Telephone Service
Aerial Ignition	Manager/module/operator Firing equipment Fuel
Portable Retardant Base	Support Personnel Support Equipment Agency Liaison
SEAT	Manager Retardant Water Source/Tender
Detection	Radio Kit - with VHF-FM capability Qualified Observer

AERIAL SUPERVISION – Ordering Guidelines (1 of 2)

IF the order is for.....	**AND** the tanker is.....	**THEN**.....
ONE Airtanker	Initial Attack Carded	Aerial supervision not necessary
	NOT Initial Attack Carded	ORDER Lead Plane

IF the order is for.....	**AND** the order is from.....	**AND** the tankers will.....	**THEN**.....
TWO or MORE Airankers	All Agencies	→	ORDER Lead Plane
	All Agencies	BE OVER the incident with 2 or more helicopters OR with SMKJ/Paracargo aircraft	ORDER Lead Plane **AND** ATGS

IF the order is for.....	**THEN**.....
FOUR or MORE Airtankers	ORDER Lead Plane **AND** ATGS

IF the order is for.....	**AND** it is	**AND** the NUMBER of other Tactical Aircraft over the incident is....	**THEN**.....
Single Engine A/T	Level 1 Rated	→	Aerial supervision not necessary
	Level 2 Rated	0-1	
		2 or more	ORDER Lead Plane **OR** ATGS

AERIAL SUPERVISION – Ordering Guidelines (2 of 2)

IF the order is for.....	**THEN**.....
MAFFS Tanker(s)	ORDER MAFFS qualified Lead Plane

IF the order is for.....	**AND** the order is from.....	**THEN**.....
FOREIGN government Airtankers (Coordinate with the National Interagency Coordination Center)	BLM	ORDER Lead Plane **OR** ATGS
	USFS	ORDER Lead Plane **AND** ATGS

The following situations are incident vs. order-driven; however, they may require limited Aerial Supervision Use decisions by dispatch. In most cases, the conditions will be evaluated and ordering decisions will be made by incident or aviation operations personnel.

IF the incident has.....	**AND** operations are taking place in.....	**THEN**.....
TWO or more BRANCHES		ORDER ATGS
Ongoing RETARDANT DROPPING operations	LOW ambient LIGHT conditions (½ hour either side of sunrise and sunset)	ORDER Lead Plane **OR** ATGS
	• MARGINAL weather • Poor VISIBILITY • Turbulent conditions • Terrain that creates a HAZARD to forces	ORDER Lead Plane **AND** ATGS
	Congested Areas	ORDER Lead Plane

NOTE: An Airtanker Pilot or ATGS may request a lead plane at any time.

TEMPORARY FLIGHT RESTRICTION (TFR) REQUEST

Checklist

Be sure to document all actions pertaining to Temporary Flight Restrictions (TFRs). Check your local Geographical Area procedures for processing.

"A" number to Geographical Area Coordination Center (GACC).

REQUEST TFR from Air Route Traffic Control Center (ARTCC).

PROVIDE the following information:

Estimated duration of operations.
Brief description of incident/hazard/or nature of airborne relief.
VOR, DME, Latitude, Longitude.
Horizontal restriction. (Standard is 5 nautical miles from incident or project center point.)
Vertical restriction. (2,000 ft. above either the highest elevation or air operations base)
Contact point.

REQUEST CALL BACK from ARTCC with confirmation that TFR is in place.

REQUEST ADVISORY NOTAM from local FSS for both disaster and non-disaster air operations.

RELAY TFR INFORMATION and status to unit dispatch, GACC, Incident Commander and responding air resources.

CONSULT WITH Incident Commander, Air Operations Branch Director or Project Manager on whether TFR dimensions are adequate. *MODIFY TFR dimension as necessary.*

CANCEL TFR with ARTCC when it is no longer needed.

DISSEMINATION (Map and NOTAM):
Airtanker Bases
Helibases
Fixed Base Operators
Military Schedulers
GACC

Filling the Aircraft Order

Routing - Sources

IF the following resource is requested.....	**AND** it is for....	**AND** it is....	**THEN** route the order to .....
Helicopter	Type I	Operating locally under timber sale contract	**GACC** for documentation **-Dispatch locally** BUT use only for I.A. on incidents within or adjacent to sale -Coordinate w/ sale COR, and incident resources
	Type II	CWN	**GACC** to place order with NICC. (Must have helicopter manager's. name and travel)
	Type III	Exclusive-use or agency-owned	**Helibase**, if available on unit OR **GACC**, if unavailable on unit
		CWN - Fire Use	**Directly to the vendor, IF** the helicopter's home base is located within or adjacent to the ordering unit. Route copy of assignment to GACC OR **GACC**, **IF** the helicopter's home base is **NOT** located within or adjacent to the ordering unit

FOLLOW-UP, DEMOBILIZATION, CLOSEOUT

Checklist

CONFIRM RELEASE of tactical air resources with Incident.

CHECK WITH LOCAL DISPATCH Center Manager and GACC for possible reassignment of resources prior to releasing to home unit.

DISPATCH CENTER NOTIFICATION to GACC of Type I and Type II Helicopters available for reassignment.

GACC NOTIFICATION to the National Interagency Coordination Center of availability of Type I and Type II Helicopters ready for reassignment/release.

RELAY ETAs of released aircraft through dispatch channels.

COMPLETE DOCUMENTATION and close out Resource Orders and/or Aircraft Request/Schedule.

CONFIRM FLIGHT FOLLOWING procedures for aircraft prior to release.

SAFECOM SUBMISSION

CHECKLIST

PURPOSE OF THE FORMS:

To report any damage or injury less than "accident" criteria and any condition, act, observance, act, maintenance problem, or circumstance which has potential to cause an aviation related accident.

To document all aviation hazards, incidents, incidents with potential, or accidents.

To perform trend analyses for short- or long-term changes in policy and procedures, identify areas needing training, etc.

To establish accountability on the part of all aviation mission participants for meeting flight and employee safety objectives.

APPLICABILITY:

The form is to be completed for any one of five occurrences:

Maintenance Deficiency
Aviation Hazard
Incident
Incident With Potential
Accident.

RESPONSIBILITY AND REQUIREMENTS FOR COMPLETION:

Incident/Aviation Hazard/Maintenance Deficiency Report.

It is the responsibility of <u>any</u> individual (including contractors) who observes or who is involved in an aviation incident/hazard/maintenance deficiency to report the occurrence immediately to local aviation management staff. Local Aviation Manager is responsible for reviewing the report and forwarding it through agency channels.

Within two (2) working days after an aircraft incident, aviation hazard, or maintenance deficiency, the Local Aviation Manager or participant in the flight shall complete and submit Form OAS-34 Aircraft Incident/Aviation Hazard/Maintenance Deficiency Report. The report shall be forwarded by express mail or fax to the State, Area, or Regional Aviation Manager within three (3) working days after the occurrence.

With the exception of incidents with serious potential, the State/Area/Regional Aviation Manager shall, within five (5) working days after the occurrence of the incident/hazard, review, add comments as necessary, and forward the report to AMD and to the Bureau/Office Aviation Safety Manager.

Serious incidents with potential to cause an accident (e.g., occurrences which meet "incident" criteria, and especially near mid-air collisions) shall be reported immediately.

Initial Report of Incident or Accident

The responsible employee shall document that facts and immediately file the report with his/her supervisor. Regions shall immediately report by telephone all aviation accidents or incidents with potential to the National Aviation Safety Officer.

Each individual and each organization has an obligation to others in aviation to share hazard, mishap and causal information. Each unit's aviation accident prevention plan should, therefore, contain provisions for encouraging the reporting of such information by individuals. The information is documented and processed for system-wide distribution.

Copies are routed to the Regional Aviation Safety Manager and Forest Aviation Officer as soon as possible. Accidents and incidents with potential are to be reported immediately.

SAFECOM FORM LOCATION:

Reference the Interagency Helicopter Operations Guide, Appendix C, Exhibit C-1.

Visit the oag.gov Web site for electronic versions of the SAFECOM.

STATE AND LOCAL AGENCY REPORTS:

Reference local formats. Federal personnel managing helibases or engaging in helicopter missions for state or local agencies should complete the state or local format. If none exists, complete a SAFECOM OAS-34 (FS 5700-14) and submit to the local unit Aviation Manager.

SAFECOM
AVIATION SAFETY COMMUNIQUE

Reported By (Optional)

Name _____ Phone _____ (Office)

Organization _____ Date __ __ / __ __ / __ __

EVENT

Date __ __ / __ __ / __ __ (Mo Day Year) Local Time __ __ __ __ (24 hour clock) Injuries? Y N (Circle) Damage? Y N (Circle)

Location _____ State __ __
(Airport, City, Lat / Long, or Fire Name)

MISSION

Type _____ (Pax, Cargo, Recon, Sling, Longline, Rappel, etc.) Procurement _____ (Contract, CWN, Rental, Fleet, Cooperator, etc.)

Number of Persons Onboard _____ Special Use? Y N (Circle) Hazardous Materials (Circle)

Departure Point _____ Destination _____

AIRCRAFT

N # _____ Manufacturer _____ Model _____

Owner/Operator _____ Pilot _____

NARRATIVE *Please provide a brief explanation of the event.*

This form is used to report any condition, observance, act, maintenance problem, or circumstance which has potential to cause an aviation-related mishap.

Form FS 5700-14 (OAS-34) Jul 97 Data Tracking # _____

CORRECTIVE ACTION

Fold here

FROM:

Place Stamp Here

TO:

Fold here

Fold and send to:
U.S. Forest Service - Local Forest and Regional Aviation Safety Officer in which the event took place.
U.S Department of the Interior - Through Bureau channels to OAS Aviation Safety Manager, P.O. Box 15428, Boise, ID 83715-5428
or
Submit electronically through the OAS Home Page at http://www.oas.gov).

Aviation Definitions for Narrative Section of SAFECOM:

Aircraft Accident
An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Aircraft Incident
An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Airspace Conflict
A near mid-air collision, intrusion, or violation of airspace rules.

Aviation Hazard
Any condition, act, or set of circumstances that exposes an individual to unnecessary risk or harm during aviation operations.

Fatal Injury
Any injury which results in death within 30 days of the accident.

First Aid
Any medical attention that involves no medical bill. If a physician prescribes medical treatment for less than serious injury and makes a charge for this service, that injury becomes “medical attention”.

Forced Landing
A landing necessitated by failure of engines, systems, or components which makes continued flight impossible and which may not result in damage.

General Aviation
That portion of civil aviation that encompasses all facets of aviation except air carriers.

Incident with Potential
An incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. Final classification will be determined by the AMD/USFS Aviation Safety Manager.

Maintenance Deficiency
An equipment defect or failure which affects or could affect the safety of operations, or that causes an interruption to the services being performed.

Medical Attention
An injury, less than serious, for which a physician prescribes medical treatment and makes a charge for this service.

Non-chargeable Accidents
Those in which DOI/USFS were not exercising operation control over the aircraft at the time of the accident but in which DOI/USFS employees or DOI/USFS procured aircraft were involved.

Operator
Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or billee of an aircraft.

Precautionary Landing
A landing necessitated by apparent impending failure of engines, systems, or components which makes continued flight inadvisable.

Serious Injury
Any injury which: (1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes or nose); (3) causes severe hemorrhages, nerve, muscle or tendon damage; (4) involves any internal organ; or (5) involves second or third-degree burns, or any burns affecting more than 5% of the body surface.

Statistically Accountable Accidents
Those in which DOI/USFS exercised operational control of the aircraft.

Substantial Damage
Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered “substantial damage” for the purpose of 49 CFR Part 830.

DISPATCH/FLIGHT OPERATIONS

Mission Checklist

Prior to dispatch, CONSIDER:

Is the aircraft appropriate to the mission? *(See Aircraft Selection Factors)*.
Are the following in place:
- Necessary approvals?
- SOP?
- Flight plan?

Have incident and en route airspace and hazards been analyzed and deconflicted? *(See Aircraft Hazard Analysis)*.
Are there other aircraft assigned or ordered for the same incident?
Is proper aerial supervision:
- Required? *(See Aerial Supervision Ordering)*.
- In place?
- Notified?

Have aerial and/or ground contacts been identified and contacted?
Are coordinates, bearings, distances, contacts, frequencies, etc., correct?
Will an aircraft dispatcher be assigned until the flight is complete or handed off?

At assignment of resource, DOCUMENT:

Resource assigned.
Make/model.
Registration FAA number ("N", "C" or "tail").
Color
Owner name/phone number.
Pilot(s) name/phone number(s).
Contracting Officer's Representative name.
Airport ID of "hiring" home base.

At dispatch, PASS TO PILOT(S)/MANAGER(S):

Coordinates & geographic location by landmark.
Bearing and distance from at least one VOR.
Air-Air contact (call-sign and function) **AND** Air-Air frequency (VHF-AM).
Dispatch contact **AND** frequency/tones (VHF-FM).
Air-Ground contact at incident (IC or designee) **AND** frequency (VHF-FM).
Other incident aircraft assigned: call-signs, function, ETAs.
Known hazards.
Temporary Flight Restriction (TFR) or other NOTAMs in effect.
Flight Following/Flight Plan procedures and requirements.

At dispatch, RECEIVE FROM AIRCRAFT AND RECORD:

Actual Time of Departure (ATD) and Estimated Time En route (ETE).
Fuel duration (time).
Number and/or names of passengers on board.
Flight following information and other communications while en route.

Upon aircraft's arrival at destination, RECEIVE AND RECORD:

Actual Time of Arrival (ATA) at incident or destination.

OAS-23 Completion

Checklist for Aircraft Dispatchers

The following should be filled out by the PILOT. Check for accuracy:

Company Name and Address: *Insure completeness – Address/P.O. Box/Zip Code.*

Contract Number: *Can be found in AMD Source List. Usually starts with "BOA" – Basic Ordering Agreement.*

Item Number: *Usually not completed for point-to-point (P/P) hire.*

Aircraft Make and Model: *Check to see this agrees with aircraft hired.*

Pilot Name (PIC): *Check to see: 1) printed first and last, and 2) agrees with pilot signature and printed name on bottom left of form.*

Aircraft Designated Base: *Insure completeness – City and state.*

Aircraft FAA Registration No.: *Check for full tail number, beginning with "N."*

Pilot Name (2nd PIC): *Slash through, or write "n/a" if not applicable.*

Hired: *If you hired aircraft... 1) on that day – enter TIME you called; OR 2) in advance – enter time as 30-45 minutes before scheduled flight time.*

Released: *No more than 30 minutes after actual stop time, UNLESS you order aircraft to standby.*

Other Crew Member: *Slash through, or write "n/a" if not applicable.*

Date: *Check for accuracy and format (mm/dd/yy).*

FAA Identifier: *Check accuracy of 3-letter designators.*

Start: *Make sure this corresponds to start time in radio log, (within 3+/- minutes).*

Stop: *Make sure this corresponds to start time in radio log, (within 3+/- minutes).*

Elapsed time: *For helicopters: in hours and tenths. For fixed wings: in hours and hundredths. Use minute/hours conversion table for accuracy.*

Pay Item Code: *For P/P flights, should be "FT."*

Payload: *Check that this agrees with passenger and cargo weights on Aircraft Flight Request.*

Pilot Initial: *Check for completion.*

Signed Received: *Check for Chief-of-Party (COP) initial.*

Signature of Contractor/Agent/Pilot (Bottom Left): *Check for signature.*

Name: *Check for completion.*

Telephone number: *Check for completion.*

Date: *Check for completion.*

OAS-23 Completion

Checklist for Aircraft Dispatchers

The following should be filled out by the DISPATCHER:

Agency Order No. (top right): The entry will be in the following format:

F-010-SX-00XX
- "F" = Nevada
- "010" = Elko Field Office
- "S" = aircraft "X" = last digit of fiscal year
- "00XX" = "00" and "XX" is the numerical month of the fiscal year of date OAS-23 was submitted to AMD (i.e. Oct. 2000 = 0001; Jan. 2001 = 0004)

Billee Code: Reference Interagency Helicopter Operations Guide (IHOG), Appendix D

Use Code: Reference IHOG, Appendix D

Organization and Charge Code Symbols: This will usually be a BLM charge code, which sometimes includes a 4-digit project activity code at the end.

Examples:

- Suppression: NV-010-2821-HU-J162
- Preparedness: NV-010-2810-HT

Other Charges/Credits: TWO things must be entered:

- Cost: Cost/hour x flight time = TOTAL COST.
- Received date and dispatcher initials.

Use this space to put in any other pertinent notations.

Bottom Box: Signature of Government Representative: Determine who has local signing authority for this block (local unit aviation manager or other approved government representative). Fill in unit phone number and address.

FS-6500-122 Completion

Checklist for Aircraft Dispatchers

Hired: *If you hired aircraft . . 1) on that day – enter TIME you called; or 2) in advance – enter time as 30-45 minutes before scheduled flight time.*

Contract Number: *Can be found in AMD Source List. Usually starts with "BOA" (Basic Ordering Agreement).*

Aircraft FAA Registration No.: *Check for full tail number, beginning with "N."*

Supply Unit Code: *Code for the unit that is supplying the aircraft.*

Aircraft Make: *Name of the aircraft manufacturer.*

Aircraft Model: *Manufacturer's model and/or number for the aircraft.*

AC Type (H, T, or F): *"H" for helicopter, "T" for airtanker, or "F" for all other fixed wing a/c.*

Vendor Name: *Name of the company or government agency that owns the aircraft.*

Company Name and Address: *Insure completeness—Address/ P.O. Box/Zip Code*

User Unit: *Code for the unit of the agency that is using the aircraft. Reference IHOG, Appendix D.*

Flight or Resource Order Number: *Either an assigned local flight number for local non-incident administrative flights or the resource order number.*

FAA Identifier: *FAA airport identifier obtained from dispatch, pilot, FAA publications, Flight Service Station, Fixed Base Operator, etc.*

Mission Code: *Code that best describes the use or intended use of the aircraft. Reference IHOG, Appendix D.*

Pay Code: *For charge or credit according to Contract or Rental Agreement requirements. Reference IHOG, Appendix D.*

Pilot Name(s): *Last name(s), and first initial(s) of pilot and co-pilot.*

No. of crew members: *Number of pilots and other essential individuals.*

Passengers: *Number of passengers and non-essential individuals.*

No. of Deliveries: *Number of Smokejumpers, Rapellers, or Helitack delivered.*

Enter Type of Cargo:

Enter Pounds of Cargo:

Enter Type of Retardant:

Enter Gallons of Water or Retardant Delivered

Enter the Approximate Rate of Pay: *From the contract of rental agreement*

FS-6500-122 Completion

Checklist for Aircraft Dispatchers

Enter the time recording method: *"C" for clock (hours and minutes), or "H" for hour meter (hours and tenths, and hundredths for airtankers).*

Enter the Start and Stop times for all flights.

Enter the cost of fuel per gallon: *If required by contract of rental agreement.*

For airtankers, enter elapsed time in hours, tenths, and hundredths.

Determine charges for each line: *Multiply the rate by elapsed time, number of crew members, miles driven.*

LEAVE ALL OF BLOCK 37 BLANK.

AIRCRAFT RESOURCE ORDERS – Block-by-Block

(Page 1 of 2)

RESOURCE ORDER **AIRCRAFT RESOURCES**	INITIAL DATE/TIME

BLOCK 2. INCIDENT PROJECT NAME

Name of project or incident. Name should NOT change once established; however, if it does, cross-reference documentation should be made.

BLOCK 3. INCIDENT/PROJECT ORDER NUMBER

2-letter State ID 3-letter Agency ID Agency office #

BLOCK 4. OFFICE REFERENCE NUMBER

Agency project cost accounting codes must be documented in this block.

BLOCK 5. DESCRIPTIVE LOCATION/RESPONSE AREA

Describes geographical or organizational area where incident is located – gives pilots and drivers general location.

BLOCK 6. SECTION	TOWNSHIP	RANGE	BASE MDM

Description of incident location OR airbase. Gives drivers exact map location and may be used to bet coordinates.

BLOCK 7. MAP REFERENCE

This block can be important for general location.

BLOCK 8. INCIDENT BASE PHONE NUMBER

Phone number for contact. Could be incident base, incident helibase, ATB, airport or ordering dispatch office. MUST BE SPECIFIED. Very important as it gives pilots and drivers a phone contact if problems arise en route.

BLOCK 9. JURISDICTION/AGENCY

This is the fiscally responsible agency. The agency designated in this block and in Block 4 MUST match.

BLOCK 10. ORDERING OFFICE

Three letter identifier of ordering unit – MUST match agency identifier in Block 2.

THE FOLLOWING OUTLINES THE REQUIREMENTS OF BLOCK 11 – ONE OF THE MOST CRITICAL PORTIONS OF AIRCRAFT RESOURCE ORDERS. THE BLOCK IS BROKEN DOWN BY SECTION.

BLOCK 11. AIRCRAFT INFORMATION	LAT.	LONG.

Give exact coordinates of incident, helibase, etc. LINES OF LATITUDE AND LOGTITUDE IN DEGREES, MINUTES AND 100THS OF MINUTES. Allows pilots to navigate directly to reporting location. MUST be accurate.

BLOCK 11. AIRCRAFT INFORMATION	BEARING	DISTANCE	BASE OR OMNI

Magnetic azimuth (in degrees) from nearest base or VOR to incident. Distance along bearing is usually given in NAUTICAL MILES (specify). Extremely important – aids in navigation.

BLOCK 11. AIRCRAFT INFORMATION	AIR CONTACT	FREQUENCY

Call-sign of aerial contact over the incident. May be ATGS, lead plane, air tanker or helicopter. FREQUENCY IS USUALLY AIR to AIR, VHF-AM. Extremely important. Contact must be made with any aerial resources prior to entry into incident airspace.

AIRCRAFT RESOURCE ORDERS – Block-by-Block

(Page 2 of 2)

BLOCK 11. AIRCRAFT INFORMATION	GROUND CONTACT	FREQUENCY

Name/call sign of fire supervisor on the ground. Usually the IC, Ops Chief or Division Supervisor. FREQUENCY IS USUALLY AIR-GROUND, VHF-FM. Extremely important. With no aerial supervision, pilots need ground contact for tactical instructions and safety.

BLOCK 11. AIRCRAFT INFORMATION	RELOAD BASE

For airtankers; nearest reload base to use.

BLOCK 11. AIRCRAFT INFORMATION	OTHER AIRCRAFT/HAZARDS

All other aircraft assigned (over or en route) to incident. Any aerial hazards: wires, MTRs, etc. NOTE if TFR exists. Extremely critical to aviation safety! Indicates complexity of air operations.

BLOCK 12. REQUEST NUMBER	ORDERED DATE/TIME	FROM TO	QTY	RESOURCE REQUESTED	NEEDED DATE/TIME	DELIVER TO

REQUEST NUMBER –
- MANDATORY for tracking.
- Watch for and ELIMINATE duplication.

ORDERED DATE/TIME –
- IMPORTANT – Specific dates, times and personnel placing and receiving orders must be documented to assist if problems arise—especially when order is passed through many people/levels.

QUANTITY –
- Should always be "1" for each aircraft request number assigned.

RESOURCE REQUESTED –
- Order by TYPE.
- Describe exactly what is desired; e.g., fuel truck, long line, etc.
- Document special requirements: ATGS, aerial ignition, etc.

Note: Be sure to leave plenty of lines between A-numbers.

NEEDED DATE/TIME –
- Date and time that aviation resource is to be delivered.
- Ensure REALISTIC time frames. *Can affect pilot duty/flight time, fuel duration, daylight, etc.*

DELIVER TO –
- WHERE the aircraft is to report: over the incident, incident helibase, etc. **MUST be specified.**
- Complete DELIVERY instructions and directions on every order are required. Use documentation sheets.

TO/FROM/TIME –
- Document dispatchers involved, and time, if order is passed to another level/office.

AGENCY IDENTIFIER –
- 3-letter identifier of unit FILLING the order.

RESOURCE ASSIGNED –
- Include: Model of aircraft, call sign, FAA#, company name, pilot name, fuel truck, driver name, etc.
- MUST BE RELAYED BACK to ordering office –ANY CHANGES also need to be relayed.

ETD/ETA –
- Document ESTIMATED time aircraft will depart present location and ESTIMATED time it will arrive at specified delivery point.
- MUST BE RELAYED BACK to ordering office –ANY CHANGES also need to be relayed.

RELEASED/DATE/TO/ETA –
- Document date and time aircraft is released, where it is released to and the estimated time of arrival at the new destination.
- CLOSE OUT ORDER and pass information to all players.

ORDER RELAYED/ACTION –
- Documentation area for all transactions by specific request numbers. VERY IMPORTANT for follow-up, transition with other dispatchers and for detailing specifics that may need to be recalled if problems arise.
- Continue documentation as necessary with CONTINUATION SHEETS.